
Child Safeguarding Statement

St. Martin de Porres NS
Roll Number: 19617W

Date: 12th January 2023

Mandatory Template 1: Child Safeguarding Statement and Risk Assessment Template

Child Safeguarding Statement

St. Martin de Porres is a primary school providing primary education to pupils from Junior Infants to Sixth Class.

In accordance with the requirements of the Children First Act 2015, Children First: National Guidance for the Protection and Welfare of Children 2017, the Addendum to Children First (2019), the Child Protection Procedures for Primary and Post Primary Schools 2017 and Tusla Guidance on the preparation of Child Safeguarding Statements, the Board of Management of St. Martin de Porres National School has agreed the Child Safeguarding Statement set out in this document.

- 1 The Board of Management has adopted and will implement fully and without modification the Department's Child Protection Procedures for Primary and Post Primary Schools 2017 as part of this overall Child Safeguarding Statement
- 2 The Designated Liaison Person (DLP) is **Sinéad Devlin**
- 3 The Deputy Designated Liaison Person (Deputy DLP) is **Yvonne Moroney**
- 4 The Board of Management recognises that child protection and welfare considerations permeate all aspects of school life and must be reflected in all of the school's policies, procedures, practices and activities. In its policies, procedures, practices and activities, the school will adhere to the following principles of best practice in child protection and welfare:

The school will:

- recognise that the protection and welfare of children is of paramount importance, regardless of all other considerations;
- fully comply with its statutory obligations under the Children First Act 2015 and other relevant legislation relating to the protection and welfare of children;
- fully co-operate with the relevant statutory authorities in relation to child protection and welfare matters;
- adopt safe practices to minimise the possibility of harm or accidents happening to children and protect workers from the necessity to take unnecessary risks that may leave themselves open to accusations of abuse or neglect;
- develop a practice of openness with parents and encourage parental involvement in the education of their children; and
- fully respect confidentiality requirements in dealing with child protection matters.

The school will also adhere to the above principles in relation to any adult pupil with a special vulnerability.

- 5 The following procedures/measures are in place:

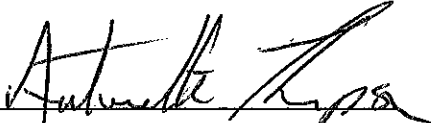
- In relation to any member of staff who is the subject of any investigation (howsoever described) in respect of any act, omission or circumstance in respect of a child attending the school, the school adheres to the relevant procedures set out in Chapter 7 of the Child Protection Procedures for Primary and Post-Primary Schools 2017 and to the relevant agreed disciplinary procedures for school staff which are published on the DE website.
- In relation to the selection or recruitment of staff and their suitability to work with children, the school adheres to the statutory vetting requirements of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 and to the wider duty of care guidance set out in relevant Garda vetting and recruitment circulars published by the Department of Education and available on the DE website.
- In relation to the provision of information and, where necessary, instruction and training, to staff in respect of the identification of the occurrence of harm (as defined in the 2015 Act) the school-
 - Has provided each member of staff with a copy of the school's Child Safeguarding Statement
 - Ensures all new staff are provided with a copy of the school's Child Safeguarding Statement
 - Encourages staff to avail of relevant training
 - Encourages Board of Management members to avail of relevant training
 - The Board of Management maintains records of all staff and Board member training
- In relation to reporting of child protection concerns to Tusla, all school personnel are required to adhere to the procedures set out in the Child Protection Procedures for Primary and Post-Primary Schools 2017, including in the case of registered teachers, those in relation to mandated reporting under the Children First Act 2015.
- In this school the Board has appointed the abovenamed DLP as the "relevant person" (as defined in the Children First Act 2015) to be the first point of contact in respect of the schools child safeguarding statement.
- All registered teachers employed by the school are mandated persons under the Children First Act 2015.
- In accordance with the Children First Act 2015 and the Addendum to Children First (2019), the Board has carried out an assessment of any potential for harm to a child while attending the school or participating in school activities. A written assessment setting out the areas of risk identified and the school's procedures for managing those risks is included with the Child Safeguarding Statement.
- The various procedures referred to in this Statement can be accessed via the school's website, the DE website or will be made available on request by the school.

Note: The above is not intended as an exhaustive list. Individual Boards of Management shall also include in this section such other procedures/measures that are of relevance to the school in question.

- 6 This statement has been published on the school's website and has been provided to all members of school personnel, the Parents' Association (if any) and the patron. It is readily accessible to parents and guardians on request. A copy of this Statement will be made available to Tusla and the Department if requested.
- 7 This Child Safeguarding Statement will be reviewed annually or as soon as practicable after there has been a material change in any matter to which this statement refers.


This Child Safeguarding Statement was adopted by the Board of Management in 2018

This Child Safeguarding Statement was reviewed by the Board of Management on 12/01/23

Signed: 

Chairperson of Board of Management
Management

Date: 12/1/23

Signed: 

Principal/Secretary to the Board of

Date: 12/1/23

Child Safeguarding Risk Assessment

Written Assessment of Risk of St. Martin de Porres National School

In accordance with section 11 of the Children First Act 2015 and with the requirements of Chapter 8 of the *Child Protection Procedures for Primary and Post-Primary Schools 2017*, the following is the Written Risk Assessment of St. Martin de Porres National School.

Child Safeguarding Risk Assessment
(of any potential harm)

Written Assessment of Risk of St. Martin de Porres NS, Heatherview Lawn, Aylesbury, D24HF54

In accordance with section 11 of the Children First Act 2015 and with the requirement of Chapter 8 of the *Child Protection Procedures for Primary and Post-Primary Schools 2017*, the following is the Written Risk of Assessment of St. Martin de Porres NS.

1. List of school activities:

Level of Risk

○ Training of school personnel in Child Protection matters	Low
○ Daily arrival and dismissal of pupils	High
○ One-to-one teaching	High
○ Care of children with special needs, including intimate care needs	High
○ Recreation breaks for pupils	High
○ Toilet areas	High
○ Administration of Medicine, administration of First Aid	Medium
○ Curricular provision in respect of SPHE, RSE, Stay Safe	Medium
○ Sporting activities E.g. GAA matches, basketball matches, cross country, athletics	High

○ Use of off-site facilities for school activities E.g. swimming pool	High
○ Classroom teaching	Low
○ Outdoor teaching activities	Medium
○ School outings E.g. tours, Library visits, Church visits, Religious retreats	High
○ Prevention and dealing with bullying amongst pupils	Medium
○ Use of external tutors E.g. Accord, GAA coaches, basketball coaches, TY students	High
○ Care of pupils with specific vulnerabilities/needs such as: <ul style="list-style-type: none"> - pupils from ethnic minorities - members of the Traveller community - lesbian, gay, bisexual or transgender (LGBT) children - pupils perceived to be LGBT - pupils of minority religious faiths - children in care - children in CPNS (Child Protection Notification System) - children in Direct Provision - homeless children - children with SEN - children with Speech and Language / Communication Needs - children with ID (Intellectual disability) 	Medium
○ Participation by pupils in religious ceremonies/religious instruction external to the school	Medium
○ Use of Information and Communication Technology by pupils in school	High
○ Managing of challenging behaviour amongst pupils	High
○ Student teachers undertaking training placement in school	Low

○ After school use of school premises by other organisations E.g. SCP Homework Club, Speech & Drama, other extra-curricular clubs	High
○ School gatherings	High
○ Use of video/photography/other media to record school events	High
○ Recruitment of school personnel including – Teacher, SNAs, Caretaker/Secretary/Cleaners	Mediu,
○ Access to school grounds	Medium

2. The school has identified the following risk of harm in respect of its activities:

<ul style="list-style-type: none"> ○ Risk of harm not being recognised by school personnel ○ Risk of harm not being reported properly and promptly by school personnel ○ Risk of child being harmed in the school by another child ○ Risk of harm due to bullying of child ○ Risk of harm due to inappropriate relationship/communications between child and another child or adult ○ Risk of child being harmed in the school by a volunteer or visitor to the school ○ Risk of harm due to inadequate supervision of children in school ○ Risk of harm due to inadequate Code of Behaviour ○ Risk of harm due to inadequate supervision of children while attending out of school activities ○ Risk of harm due to children inappropriately accessing/using computers, social media, phones and other devices while at school ○ Risk of harm in one-to-one teaching, counselling, coaching situations ○ Risk of harm to children with SEN who have particular vulnerabilities ○ Risk of harm to child while a child is receiving intimate care

3. The school has the following procedures in place to address the risks of harm identified in this assessment:

<ul style="list-style-type: none"> ○ All school personnel are provided with a copy of the school's <i>Child Safeguarding Statement</i>

- The *Child Protection Procedures of Primary and Post-Primary Schools 2017* are made available to all school personnel
- School Personnel are required to adhere to the *Child Protection Procedures for Primary and Post-Primary Schools 2017* and all registered teaching staff are required to adhere to the *Children First Act 2015*
- The school implements in full the Stay Safe Programme
- The school implements in full the SPHE curriculum
- The school has an Anti-Bullying Policy which fully adheres to the requirements of the Department's *Anti-Bullying Procedures for Primary and Post-Primary Schools*
- The school has a yard supervision policy to ensure appropriate supervision of children during assembly, dismissal and breaks and in respect of specific areas such as toilets
- The school has a Health and Safety Policy
- The school adheres to the requirements of the Garda vetting legislation and relevant DES circulars in relation to recruitment and Garda vetting
- The school adheres to the Teaching Council Code of Conduct for Registered Teachers
- The school has a Special Educational Needs Policy
- The school has an Toileting/Intimate Care Procedure in respect of students who require such care
- The school has in place a policy and procedures for the administration of medication to pupils
- The school
 - Encourages staff to avail of relevant training
 - Encourages Board of Management members to avail of relevant training
 - Maintains records of all staff and Board member training
- The school has in place a policy and procedures for the administration of First Aid
- The school has in place a Code of Behaviour for pupils
- The school has in place a Digital Learning Policy in respect of the usage of ICT by pupils
- The school has in place a Mobile Phone Policy in respect of the usage of mobile phones by pupils
- The school has a Critical Incident Management Plan
- The school has in place procedures for the use of external sports coaches
- The school has in place procedures for one-to-one teaching activities
- The school has in place procedures in respect of student teacher placements
- The school has in place procedures in respect of TY (under/over 16) students undertaking work experience in the school
- The school has in place procedures in respect of visitors


Important Note: It should be noted that risk in the context of this risk assessment is the risk of “harm” as defined in the Children First Act 2015 and not general health and safety risk. The definition of harm is set out in Chapter 4 of the *Child Protection Procedures for Primary and Post-Primary Schools 2017*.

In undertaking this risk assessment, the Board of Management has endeavoured to identify as far as possible the risks of harm that are relevant to this school and to ensure that adequate procedures are in place to manage all risks identified. While it is not possible to foresee and remove all risk of harm, the school has in place the procedures listed in this risk assessment to manage and reduce the risk to the greatest possible extent.

This risk assessment has been completed by the Board of Management on 12th January 2023. It shall be reviewed as part of the school’s annual review of its Child Safeguarding Statement.

Signed: 
Chairperson, Board of Management

Date: 12th January 2023

Signed: 
Acting Principal/Secretary, Board of Management

Date: 12th January 2023

Policies, Protocols and Practices

The school management has ensured that the necessary policies, protocols or practices as appropriate are in place.

Accidents

While every precaution will be taken under our Safety, Health and Welfare Policy to ensure the safety of children, we realise that accidents will happen. Accidents will be noted in our Incident book and will be addressed under our Safety, Health and Welfare Policy.

Attendance

Our school attendance will be monitored under our Enrolment Policy. With regards to Child Protection, we will pay particular attention to trends in nonattendance. We will also monitor nonattendance in correlation with signs of neglect/physical/emotional/sexual abuse.

Behaviour

Children are encouraged at all times to play co-operatively and inappropriate behaviour will be addressed under our Code of Behaviour. If an incident occurs which we consider to be of a sexualised nature we will notify the DLP who will record it and respond to it appropriately.

Bullying

Bullying behaviour will be addressed under our Anti-Bullying Policy. If the behaviour involved is of a sexualised nature or regarded as being particularly abusive then the matter will be referred to the DLP.

Communication

Every effort will be made to enhance pupil-teacher communication. If pupils have concerns they will be listened to sympathetically. The Stay Safe & Oral Language programmes allow for open pupil-teacher communication, which is hoped will aid the pupil-teacher relationship. If teachers have to communicate with pupils on a one-to-one basis, they are required to leave the classroom door open.

Induction of Teachers and Ancillary Staff

The DLP will be responsible for informing all new teachers and ancillary staff of the Children First Guidelines & Child Protection Procedures DES. Every member of staff will be given a copy of the Child Safeguarding Statement. All new teachers are expected to teach the objectives in the Stay Safe programme. The Principal is responsible for supporting teachers as they implement the SPHE objectives. The Professional Support Team will discuss Children First Guidelines & Child Protection Procedures DES with newly qualified teachers and ensure they are familiar with them.

Physical Contact

Physical contact between school personnel and the child should always be in response to the needs of the child and not the needs of the adult. While physical contact may be used to comfort, reassure or assist a child, the following should be factors in determining its appropriateness

- It is acceptable to the child
- It is open and not secretive
- The age and developmental stage of the child

Record Keeping

The Electronic Roll will be updated daily before 10:30am. Sensitive information will be recorded and communicated only to the DLP or Deputy DLP if necessary. Sensitive information regarding children will be shared on a need-to-know basis.

Supervision

Comprehensive supervision of children at all breaks and within school hours (08.50-13.40/14.40) will be ensured. In the case of a child being collected late, the Principal and SET team will provide special supervision on a rota basis.

Toileting: Children will Specific Toileting / Intimate Care Needs

In all situations where a pupil needs assistance with toileting / intimate care, a meeting will be convened between parents/guardians, the class teacher, the Special Needs Assistant, the Principal and, if appropriate, the pupil. The purpose of the meeting will be to ascertain the specific needs of the child and to determine how the school can best meet those needs. The staff to be involved in this care will be identified and provision will be made for occasions when the particular staff involved are absent. Any deviation from the agreed procedure will be recorded and notified to the DLP and the parents/guardians.

Toileting

- Clean underwear and suitable clothing will be kept in the school so that if a pupil has an 'accident', they will in the first instance, be offered fresh clothing into which they can change.
- Parents/guardians will receive a letter explaining the school's practice regarding toileting. This includes an opt-in clause that parents/guardians will sign if they wish their child to be assisted with toileting if the need arises (see Appendix 2). This form will be kept in the child's file. If the pupil, for whatever reason, cannot clean or change themselves, the child will be assisted by members of staff familiar to the child. A record of all such incidents (see Appendix 3) will be kept and parents notified.
- Should permission not be granted for a pupil to be assisted with toileting, the parents/guardians will be contacted immediately and will be requested to come and provide assistance to their child.

Visibility

Teachers will ensure that children are visible in the schoolyard. Children will not be allowed to spend time in classrooms, toilets or where they would not be under adult supervision for prolonged periods of time. They are not to leave the school yard or to engage with adults who are outside of the school yard.

One to One Teaching

Parental permission required

Visitors

Teachers & SNAs on yard duty will be aware of visitors entering the schoolyard and will ascertain their intentions. All visitors will be advised to conduct any business with the school via the office.

Visitors/Guest Speakers/Parent Helpers

Visitors/Guest Speakers/Parent Helpers should never be left alone with pupils. The school (Principal/teachers) have a collective responsibility to check out the credentials of the visitor/speaker and to ensure that any material in use by guests is appropriate. Visitors interacting with children will be requested to provide proof of Garda Vetting.

Swimming

Two staff members supervise each changing room.
One supervisor to be male in the male changing room.

<p>Important Note: It should be noted that risk in the context of this risk assessment is the risk of "harm" as defined in the Children First Act 2015 and not general health and safety risk. The definition of harm is set out in Chapter 4 of the <i>Child Protection Procedures for Primary and Post-Primary Schools 2017</i></p>
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In undertaking this risk assessment, the board of management has endeavoured to identify as far as possible the risks of harm that are relevant to this school and to ensure that adequate procedures are in place to manage all risks identified. While it is not possible to foresee and remove all risk of harm, the school has in place the procedures listed in this risk assessment to manage and reduce risk to the greatest possible extent.

Examples of activities, risks and procedures

The examples listed in this document are provided to assist schools in undertaking their risk assessment under the Children First Act, 2015. Schools should note that this list of examples is not intended to be exhaustive. It is the responsibility of each school to ensure, as far as

possible, that any other risks and procedures that are relevant to its own particular circumstances are identified and specified in the written risk assessment and that adequate procedures are in place to address all risks identified.

It is acknowledged that schools already have in place a range of policies, practices and procedures to mitigate the risk of harm to children while they are participating in the activities of the school and that some school activities will carry low or minimal risks of harm compared to others. In the context of the risk assessment that must be undertaken by schools, the Children First Act, 2015 refers to risk as “any potential for harm”. Therefore, it is important that, as part of its risk assessment process, each school lists and reviews all of its various activities (which shall include identifying those that may carry low risk of harm as well as those that carry higher risks of harm). Doing so will help the school to (1) identify, as required under the Children First Act, 2015, any risks of harm that may exist in respect of the school’s activities, (2) identify and assess the adequacy of the various procedures already in place to manage those risks of harm and (3) identify and put in place any such additional procedures as are considered necessary to manage any risk identified.

The Addendum to *Children First: National Guidance for the Protection and Welfare of Children* published in January 2019 clarifies that organisations providing relevant services to children should consider the specific issue of online safety when carrying out their risk assessment and preparing their Child Safeguarding Statement.

The Guidance on Continuity of Schooling for primary and post-primary schools (April 2020) advises of the importance of teachers maintaining the safe and ethical use of the internet during distance learning and assisting parents and guardians to be aware of their role also. Schools should ensure that their Acceptable Use Policy (AUP) informs and guides remote or distance learning activity.

Important Note: It should be noted that risk in the context of this risk assessment is the risk of “harm” as defined in the Children First Act, 2015 and not general health and safety risk. The definition of harm is set out in chapter 4 of the Child Protection Procedures for Primary and Post-Primary Schools 2017.

Mandatory Template 2: Checklist for Review of the Child Safeguarding Statement

The *Child Protection Procedures for Primary and Post-Primary Schools 2017* require that the Board of Management must undertake a review of its Child Safeguarding Statement and that the following checklist shall be used for this purpose. **The review must be completed every year or as soon as practicable after there has been a material change in any matter to which the Child Safeguarding Statement refers.** Undertaking an annual review will also ensure that a school also meets its statutory obligation under section 11(8) of the Children First Act 2015, to review its Child Safeguarding Statement every two years.

The checklist is designed as an aid to conducting this review and is not intended as an exhaustive list of the issues to be considered. Individual Boards of Management shall include other items in the checklist that are of relevance to the school in question.

As part of the overall review process, Boards of Management should also assess relevant school policies, procedures, practices and activities vis a vis their adherence to the principles of best practice in child protection and welfare as set out in the school's Child Safeguarding Statement, the Children First Act 2015, the Addendum to Children First (2019) and the *Child Protection Procedures for Primary and Post-Primary Schools 2017*.

	Yes/No
1. Has the Board formally adopted a Child Safeguarding Statement in accordance with the 'Child Protection Procedures for Primary and Post Primary Schools 2017'?	Yes
2. Is the Board satisfied that the Child Safeguarding Statement is displayed in a prominent place near the main entrance to the school?	Yes
3. As part of the school's Child Safeguarding Statement, has the Board formally adopted, without modification, the 'Child Protection Procedures for Primary and Post Primary Schools 2017'?	Yes
4. Does the school's Child Safeguarding Statement include a written assessment of risk as required under the Children First Act 2015 ? (This includes considering the specific issue of online safety as required by the Addendum to Children First)	Yes
5. Has the Board reviewed and updated where necessary the written assessment of risk as part of this overall review?	Yes
6. Has the Risk Assessment taken account of the risk of harm relevant to online teaching and learning remotely?	Yes
7. Has the DLP attended available child protection training?	webinar
8. Has the Deputy DLP attended available child protection training?	Due to attend webinar
9. Have any members of the Board attended child protection training?	No
10. Are there both a DLP and a Deputy DLP currently appointed?	Yes
11. Are the relevant contact details (Tusla and An Garda Síochána) to hand?	Yes
12. Has the Board arrangements in place to communicate the school's Child Safeguarding Statement to new school personnel?	Yes

13. Is the Board satisfied that all school personnel have been made aware of their responsibilities under the 'Child Protection Procedures for Primary and Post Primary Schools 2017' and the Children First Act 2015?	Yes
14. Has the Board received a Principals Child Protection Oversight Report (CPOR) at each Board meeting held since the last review was undertaken?	Yes
15. Since the Board's last review, did each CPOR contain all of the information required under each of the 4 headings set out in sections 9.5 to 9.8 inclusive of the procedures?	Yes
16. Since the Board's last review, has the Board been provided with and reviewed all documents relevant to the CPOR?	Yes
17. Since the Board's last review, have the minutes of each Board meeting appropriately recorded the records provided to the Board as part of CPOR report?	Yes
18. Have the minutes of each Board meeting appropriately recorded the CPOR report?	Yes
19. Is the Board satisfied that the child protection procedures in relation to the making of reports to Tusla/An Garda Síochána were appropriately followed in each case reviewed?	Yes
20. Is the Board satisfied that, since the last review, all appropriate actions are being or have been taken in respect of any member of school personnel against whom an allegation of abuse or neglect has been made?*	Yes
21. Where applicable, were unique identifiers used to record child protection matters in the Board minutes?	No *
22. Is the Board satisfied that all records relating to child protection are appropriately filed and stored securely?	Yes
23. Has the Board been notified by any parent in relation to that parent not receiving the standard notification required under section 5.6 of the 'Child Protection Procedures for Primary and Post Primary Schools 2017'?	No
24. In relation to any cases identified at question 20 above, has the Board ensured that any notifications required under section 5.6 of the 'Child Protection Procedures for Primary and Post Primary Schools 2017' were subsequently issued by the DLP?	Yes
25. Has the Board ensured that the Parents' Association (if any), has been provided with the school's Child Safeguarding Statement?	Yes *not established
26. Has the Board ensured that the patron has been provided with the school's Child Safeguarding Statement?	Yes
27. Has the Board ensured that the school's Child Safeguarding Statement is available to parents on request?	Yes
28. Has the Board ensured that the Stay Safe programme is implemented in full in the school? (applies to primary schools)	Yes
29. Has the Board ensured that the Wellbeing Programme for Junior Cycle students is implemented in full in the school? (applies to post- primary schools)	NA
30. Has the Board ensured that the SPHE curriculum is implemented in full in the school?	Yes

31. Is the Board satisfied that the statutory requirements for Garda Vetting have been met in respect of all school personnel (employees and volunteers)? *	Yes
32. Is the Board satisfied that the Department's requirements in relation to the provision of a child protection related statutory declaration and associated form of undertaking have been met in respect of persons appointed to teaching and non-teaching positions?*	Yes
33. Is the Board satisfied that, from a child protection perspective, thorough recruitment and selection procedures are applied by the school in relation to all school personnel (employees and volunteers)?*	Yes
34. Has the Board considered and addressed any complaints or suggestions for improvements regarding the school's Child Safeguarding Statement?	NA
35. Has the Board sought the feedback of parents in relation to the school's compliance with the requirements of the child safeguarding requirements of the 'Child Protection Procedures for Primary and Post Primary Schools 2017'?	No
36. Has the Board sought the feedback of pupils in relation to the school's child safeguarding arrangements?	No
37. Is the Board satisfied that the 'Child Protection Procedures for Primary and Post Primary Schools 2017' are being fully and adequately implemented by the school?	Yes
38. Has the Board identified any aspects of the school's Child Safeguarding Statement and/or its implementation that require further improvement?	Yes
39. Has the Board put in place an action plan containing appropriate timelines to address those aspects of the school's Child Safeguarding Statement and/or its implementation that have been identified as requiring further improvement ?	Not yet
40. Has the Board ensured that any areas for improvement that were identified in any previous review of the school's Child Safeguarding Statement have been adequately addressed?	Yes

*In schools where the ETB is the employer the responsibility for meeting the employer's requirements rests with the ETB concerned. In such cases, this question should be completed following consultation with the ETB.

Signed  Date 12/1/23

Chairperson, Board of Management

Signed  Date 12/1/23

Principal/Secretary to the Board of Management

Note: Where a school is undertaking its first review, references in this checklist to the "last review" shall be taken to refer to the date on which the Child Safeguarding Statement was first put in place.